

**NOTICE**  
**BOARD OF CITY SERVICE COMMISSIONERS**  
**REQUIREMENTS TO FILE APPEALS OF DISCIPLINARY**  
**ACTIONS**

The following disciplinary actions may be appealed by employees with civil service status to the board of City service Commissioners:

- Discharge
- Suspension greater than 15 days
- Any second suspension within a 6 month period
- Involuntary (Disciplinary) Demotion

An appeal must be filed at the office of the Department of Employee Relations Within 3 business days after the day you receive notice of the disciplinary action.

The limit to file an appeal ends at 4:45 p.m. on the 3<sup>rd</sup> (last) day of the appeal Time limit. All appeal letters/notices must be time stamped by the Department of Employee Relations.

Appeals may be made in person or they may be mailed to the Department of Employee Relations. Any appeal mailed must be received and time stamped by the Department of Employee Relations before the 4:45 p.m. on the 3<sup>rd</sup> day of the appeal time limit. The mailing address and location of the Department of Employee Relations is:

Department of Employee Relations  
ATTN: City Service Commission  
Room 706, City Hall  
200 E. Wells Street  
Milwaukee, Wisconsin 53202-3554